Opening Date:	December 13, 2018
Closing Date:	
Work Location:	Austin, Texas
Posting Number:	19-16
Monthly Salary:	$4598.67 - $5800*
Group/Class:	B23/0235
Travel %:	5%
Division/Department:	O&A/Information Technology
Number of Positions:	1

Salary commensurate with experience and qualifications

JOB VACANCY NOTICE
Information Technology
Security Analyst I

Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Email: HR@twdb.texas.gov
Apply at: Work in Texas www.workintexas.com

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of *25B Information Technology Specialist, IT Information Systems Technician, 17DX Network Operations* or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf.

Job Description Summary

Performs complex (journey-level) information security analysis work. Work involves planning, implementing, and monitoring security measures for information systems and infrastructure to regulate access to computer data files and prevent unauthorized modification, destruction, or disclosure of information. May train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Reports to the Manager of the Information Technology (IT) Operations Department.

Essential Job Functions

- Coordinates with users to discuss issues such as computer data access needs, security violations, and programming changes.
- Develops plans to safeguard computer files against accidental or unauthorized modification, destruction, or disclosure and to meet emergency data processing needs.
- Monitors and maintains systems and procedures to protect data systems and databases from unauthorized users.
- Modifies and monitors computer files to incorporate new software and virus protection systems, correct errors, or change individual access status.
- Performs technical risk assessments and reviews of new and existing applications and systems, including data center physical security and environment.
- Regulates access to computer data files and prevents unauthorized modification, destruction, or disclosure of information. Performs annual and biannual user access account reconciliations.
- Performs IT security reporting and analysis regarding incidents, threats, network, and user access.
- Trains users and promotes security awareness to ensure system security and to improve server and network efficiency.
- Assists in designing and deploying security infrastructure and managing related program activities.

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- Researches systems and procedures for the prevention, detection, containment, and correction of data security breaches.
- Assists in advising management and users regarding security procedures.
- May develop information technology disaster recovery and business continuity planning.
- May assist the agency in encrypting data transmissions and erecting firewalls to conceal confidential information as it is being transmitted and to eliminate tainted digital transfers.
- Maintains confidential and sensitive information.
- Provides weekly activity updates and status reports as assigned.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Minimum Qualifications
- Graduation from an accredited four-year college or university with major coursework in Information Technology Security, Computer Information Systems, Computer Science, Management Information Systems, or related fields.
- One to two years of information technology security analysis experience.
- Relevant education and experience may be substituted for one another on a year-for-year basis.

Preferred Qualifications
- Three or more years of information technology security analysis experience.

Knowledge, Skills, and Abilities (KSAs)
- Knowledge of local, state, and federal laws and regulations relevant to Security and Networking team; and of the principles and practices of public administration.
- Knowledge of the limitations and capabilities of computer systems.
- Knowledge of technology across all network layers and computer platforms.
- Knowledge of operational support of networks, operating systems, Internet technologies, databases, and security applications.
- Knowledge of information security practices, procedures, and regulations.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in the operation of computers and applicable software.
- Skills in configuring, deploying, and monitoring security infrastructure.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.

- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communications to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability and willingness to travel 5% of the time, primarily within the State of Texas.
- Ability to work days that may exceed 8 hours, including early mornings, nights and weekends.
- Ability to resolve complex security issues in diverse and decentralized environments.
- Ability to analyze systems and procedures.
- Ability to write and revise standards and procedures.
- Ability to schedule work in order to maintain regular progress on assignments and meet deadlines.
- Ability to train others.

<u>Remarks</u>
- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.